



Intimate Care Policy

Formally adopted by the Governing Board of:-	Fairstead Community Primary and Nursery School
On:-	28th September 2020

Introduction

Fairstead Primary & Nursery School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice

- The management of all children with intimate care needs will be carefully planned;
When writing an Individual Care Plan consideration should be taken into account to ensure the importance of working towards independence, substitutes in case of staff absence, seating arrangements ease of exit, a system to leave class with minimum disruption
- Staff should ensure good practice in intimate and personal care by getting to know the pupil, being aware of cultural or religious sensitivities, addressing the pupil in age appropriate manner, respecting a pupils preference for a particular sequence of care, encourage the pupil to do as much as possible for themselves.
- Schools should provide facilities that allow dignity and privacy.
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person or via telephone.

Covid-19

In addition to the existing Intimate Care guidelines during Covid-19 schools will also adhere to the following

- Refer to the Risk Assessment September 2020-21 – First Aid
- Staff will be provided with PPE equipment where those children have been identified with an intimate care plan.
Staff will be provided with disposable gloves and a plastic apron, fluid repellent surgical masks, disposable eye protection (where there is an anticipated risk of contamination with splashes, droplets of blood or body fluids), Resuscitation face shield, two bin bags.
- PPE equipment will be stored in all class bubbles
- If wiping, ensure this is done away from the your own body
- Stay to the side of the child to reduce the possibility of unexpected excretions (faeces, spit, vomit, urine)
- Staff responsible for regular care must ensure and maintain first aid contents/PPE equipment stock

If a member of staff has any further questions they can refer to the Norfolk County Council Guidance for Intimate Care and Toileting of Disabled pupils in Mainstream Schools, which provides guidance and reassurance.

Child Protection:

The Governors and staff of Fairstead Primary & Nursery School recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) they will immediately report concerns to the DSL and log any concerns on CPOMS.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Monitoring and Evaluation

The Governors at this school will monitor the effectiveness of this Policy by receiving a report in the Summer term each year which

- Details any issues emerging from the operation of this policy
- any issues raised by Local Authority Advisors or Ofsted Inspectors regarding the appropriateness or application of this Policy
- any issues raised by parents carers with regard to this Policy (the Headteacher is required to keep a record of all such comments)
- The contents of this report shall inform the review and where appropriate revision of this Policy.
- Should any issues emerge over the course of the year which raise concerns over the content and/or application of this Policy the Headteacher shall refer this to the next meeting of the governing body for consideration